



IC Memorandum 15-05

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Website kehpn.ky.gov

To: KEHP Insurance Coordinators (ICs)
From: Department of Employee Insurance (DEI)
Re: How to Schedule a Worksite Vitality Check Day
Date: January 29, 2015

This memo is a follow-up to the December, IC Memo 14-32, How to Schedule a Biometric Screening to Fulfill the LivingWell Promise. The LivingWell Promise for 2015 **requires planholders to complete either a HumanaVitality Health Assessment or a Vitality Check (biometric screening).**

Scheduling a worksite Vitality Check day is a great way to engage your employees and make it convenient for them to fulfill their LivingWell Promise for 2015.

All it takes is just a few easy steps:

1. Contact your HumanaVitality rep (see the attached map) to set up a worksite Vitality Check. Your rep will coordinate and set up the event at your location through either the local health department in your area, or a 3rd party vendor (such as Summit Health).
2. Provide your HumanaVitality rep the attached "Initial Information Form" attached. This form provides the necessary information regarding the location, estimated participation, times and date for event(s) so the rep can coordinate based on your needs.

Please contact your HumanaVitality rep soon – it could take up to 6-weeks to schedule an onsite event and the May 1 deadline will be here soon!

For individual member questions or concerns please have your employee call 855-478-1623 (not your HumanaVitality rep.)

Thanks for your support and please let us know if you have any questions.

